

## Western Region Meeting – Nov 22

### Membership Services

**TRF's** – registrars should have this all done now and sent to the ORA. Any changes from now on need to be done via the Change information process. Any player additions need to be approved so please send to me first.

**Releases** – All should have been handed in by now. Any cleanup of Regional teams please get done immediately.

**2 team contracts** – any contract that has been handed in has been worked. Any last ones are due by Dec 15<sup>th</sup>. Remember they cannot be with the second team till agreement is in place and approved.

**Facility Audits** – These are due now. If you are not handing them in today please send to my email.

**Shoulder pads** – these are mandatory for all U19 players please ensure your teams are wearing them. Coaches need to ensure the players know that they are to wear them.

**Injury Forms** – Please make sure that you complete them right away after an injury and send them to the ORA office and cc me.